



FAIRFORD TOWN COUNCIL

Privacy Policy Approved – April 2026

1) Who we are (Data Controller)

Fairford Town Council (“the Council”) is the Data Controller for personal data we process. Contact: Clerk to the Council, The Community Centre, High Street, Fairford. GL7 4AF. E-mail: clerks@fairfordtowncouncil.gov.uk. Tel: 01285 713326/712344

2) What this policy covers

This policy explains how we collect, use, share, and protect personal data across our services, website, and day-to-day council business.

It sits alongside our service-specific privacy notices (see Section 11) which provide further detail when data is collected for a specific purpose (e.g. allotments, hall hire, mailing lists).

3) What personal data we collect

Depending on the service, we may collect:

- Name, address, telephone number, email address
- Records of enquiries, applications, consultation responses
- Financial information for payments and refunds
- Website and communications data (such as IP address or email metadata)
- For staff, councillors and contractors: HR, payroll and role-related information

In some cases, we may collect “special category data” such as health information (for example, to ensure accessibility at events) or safeguarding information. We will only collect this where necessary, with a clear lawful basis, and will protect it with extra care.

4) Why we use your data (purposes) and lawful bases

We use personal data to:

- Deliver council services and respond to enquiries
- Administer bookings, contracts, grants and payments
- Meet statutory duties (finance/audit, records, elections)
- Consult the community and manage events
- Maintain our assets and ensure public safety
- Provide newsletters and updates where you have subscribed

Our lawful bases under data protection law include:

- Public task
- Legal obligation
- Contract
- Consent (which you can withdraw at any time)

5) Where your data comes from

Most information comes directly from you (forms, correspondence, telephone or in person). We may also receive data from third parties where lawful to do so, such as principal authorities or public registers.

6) Who we share your data with

We only share information where necessary and lawful, for example with:

- Service delivery partners and contractors (under written terms)
- Auditors and regulators
- Emergency services if required
- IT or software providers who securely host our systems

We never sell personal data.

7) International transfers

If a supplier stores or processes data outside the UK, we will ensure appropriate safeguards are in place and make this clear in the relevant privacy notice.

8) How long we keep your data

We keep personal data only as long as necessary for the purpose it was collected, then securely delete or archive it in line with our Records Retention Schedule.

Most personal data is kept for no longer than 6 years, in line with audit and financial regulations. Some records are kept permanently where law requires, such as minutes of meetings. Retention periods for different types of information are set out in the Council's Records Retention Schedule.

9) How we keep data secure

We use appropriate technical and organisational measures to protect personal data, including access controls, training, and secure storage.

10) Cookies and the council website

We use cookies to make our website function and to help us understand how it is used.

Our **Cookies Notice** explains the types of cookies used, any analytics, and how to manage your settings.

11) Service-specific privacy notices

Alongside this general policy, we issue short privacy notices with forms and online services when we collect data. These explain in plain English what information we need, why we need it, how long we keep it, and your rights.

12) Your data rights

You have rights over your personal data, including:

- The right to be informed
- The right of access

- The right to rectification
- The right to erasure
- The right to restrict processing
- The right to object
- The right to data portability (in certain circumstances)

You also have rights in relation to automated decision-making and profiling, where applicable.

13) How to make a request or complaint

If you wish to exercise your rights, please contact the Clerk at [email/phone/postal address].

If you are unhappy with how we have handled your data, you should contact us first so we can try to resolve the issue. You also have the right to complain to the Information Commissioner’s Office (ICO).

14) Children’s data

Where we collect information relating to children (for example, event participation), we will use age-appropriate notices and obtain consent from a parent or guardian where required.

15) Data Protection Officer

Parish and town councils are not currently required by law to appoint a Data Protection Officer but may choose to do so. If one is appointed, their contact details will be published here. Otherwise, the Clerk is the main contact for data protection matters.

16) Changes to this policy

We review this policy regularly and will publish any updates on our website.

Adopted Date

Chairman.....

Clerk.....